



Procurement





Overview

- Standards of Conduct
- Purchase requests
- Order of supplies and services
- Records of purchase actions
- Government-wide Commercial Purchase Card Program (GCPC)





Overview (cont'd)

- Appointment procedures
- Credit card policies
- Purchase contracting rules and regulations
- Reconciliation





Standard Of Conduct

- Personnel representing the government in business dealings outside the DoD are placed in a position of trust and responsibility





AUTHORITY

SECNAVINST 5370.2 sets forth the standards of conduct relating to possible conflict between private interests and official duties required of all DOD personnel, regardless of assignment.



Conflicts of Interest

- Entertainment
- Gifts
- Favors



Indoctrination

- Reading and understanding
- MCO P4200.15 CHAPTER 4





Filing

- The Standard of Conduct is filed for 5 years



In the beginning was the Word, and the Word was God. In the Beginning was God—and all else was darkness, and void, and without form. So God created the heavens and the earth. He created the sun, and the moon, and the stars, so that light might pierce the darkness. And the earth God divided between the land and the sea, and these he filled with many assorted creatures.

And the dark, salty, slinky creatures that inhabited the murky depths of the oceans, God called sailors, and He dressed them accordingly.

And the flighty creatures of the air He called airmen. And these he clothed in uniforms that were ruffled and fowl.

And the lower creatures of the land, God called soldiers. And with a twinkle in his eye, and a sense of humor that only he could have, god gave them trousers too short, and covers too large, and pockets to warm their hands. And to adorn their uniforms, God gave them badges. And he gave them conks. And he gave them ribbons...and patches...and stars...and bells. He gave them emblems...and crests...and all sorts of shiny things that glittered...and devices that dangled... When you're God, you tend to get carried away in a big way...

And on the 7th day as you know, God rested. And on the 8th day at 0730, God looked down upon the earth and was not happy. God was not happy!

So He thought about His labors, and in His infinite wisdom, God created a divine creature and this he called a Marine. And these Marines whom god created in his own image, were to be of the air, the land, and the sea. And these He gave many wonderful uniforms.

He gave them practical, fighting uniforms, so that they could wage war against the forces of Satan and evil.

He gave them service uniforms for their daily work and training, that they might be sharp and ready...

And He gave them evening and dress uniforms. Sharp, stylish, handsome things, so that they might profile with the ladies on Saturday night, and impress the hell outta everybody!

And at the end of the 8th day, God looked down upon the earth, and saw that it was good. But was God happy? No! God was still not happy! Because in the course of His labors, He had forgotten one thing... He did not have a Marine uniform! But He thought about it, and thought about it, and finally satisfied Himself in knowing that, well, not everybody can be a Marine...



Purchase Requests

- Marine Corps supply policy requires the acquisition of supplies, services, and equipment from other military services and the General Services Administration (GSA)

The logo for the General Services Administration (GSA). It consists of the letters "GSA" in a bold, sans-serif font, with a 3D effect. The letters are dark gray and are set against a light gray rectangular background.



Purchase Request (cont'd)

- Items that cannot be purchased from the mentioned sources can be purchased from commercial sources by submitting a purchase request.





Required Information

- Detailed description of supplies and services
- Source (if known)
- Appropriation data
- Citation of funds





Required Information (cont'd)

- Shipping instructions
- Special packing or marking information
- Signature of authorized requisitioner
- Document number
- Priority





Forms

- Purchase requests can be submitted to the purchasing office by the use of PR builder.





Record of Purchase Action

- Each purchase request will be maintained in a separate folder by both the unit and the contracting office.





Purchases Under \$2,500

- Authorized purchase request
- Copy of purchase/delivery order
- Copy of receipt
- Copy of payment
- Documentation on all follow-up action
- Any other pertinent information

THANK YOU FOR SHOPPING AT THE
MARINE CORPS EXCHANGE
CAMP LEJEUNE

7599 Sale 0627 0242 254
COST CENTER: 0000242000

CONVENIENCE FOOD	1.29
1200	
SOFT DRINKS	1.29
1421	
CONVENIENCE FOOD	2.00
1200	
ROLLER ITEMS	.99
332	
TOTAL	5.57

ACCOUNT NUMBER XXXXXXXXXXXX0604
Bank Card 5.57
FOR REFUND OR EXCHANGE PLEASE
SAVE THIS RECEIPT FOR 30 DAYS



Purchases Over \$2,500

- Authorized purchase request
- Quotes from three different suppliers
- Copy of purchase/delivery order

ORDER RECIEPT	
3 STAPLERS 0021452654222	\$12.37
20 REEMS OF XEROX PAPER 4586254655485	\$60.90
NOTEBOOKS 2121548755245	\$51.88
5 DELL COMPUTERS 1548796595598	\$3,598.22
TOTAL	\$3,723.37



Purchases Over \$2,500

- Copy of payment
- Documentation of follow-up action
- Documentation as to why the purchase was awarded to a large business

10. REFERENCE OR AUTHORITY (if applicable)	
(a) MCO 1230.5	MCO 4400.156E
(b) BO 1230.1	UM 4400-124
12. SUPPLEMENTAL INFORMATION (Reduce to 1 page)	
1. Waiver to attend the Ground Supply	



United States Marine Corps



Government Wide Commercial Purchase Card





Benefits

- The GCPC is an alternative method of ordering small purchases, which are required within a sixty-day period

UNITED STATES MARINE CORPS
Contracting Division
Marine Corps Base
PO Box 8368
Camp Lejeune, North Carolina 28547-8368

PURCHASE REQUEST

REQUESTOR (PRINT) Gt Sgt Butler R E

(SIGN) EXT_0701 DATE_040624

SECTION_JMC CAC WC DOC # M02053

DESCRIPTION \$2x Silver Silver CDR

ITEM / PART NUMBER M40080

QTY_5000 UNIT OF ISSUE_1000 UNIT PRICE_22 TOTAL_1050.00

SOURCES: (PLEASE LIST THREE SOURCES)

SOURCE #1 CDROM2GO.com PHONE #_877-99 CDROM POC & EXT

SOURCE #2 PHONE # POC & EXT

SOURCE #3 PHONE # POC & EXT

JUSTIFICATION Required to produce cd based media for formal schools classroom instruction. Required DSSC search completed without success.

APPROVED BY (PRINT) D.M. Pearson

(SIGN) DATE_040624

CARDHOLDER USE

CALL NUMBER ASSIGNED ACTUAL DOLLAR AMOUNT

IS A WAIVER REQUIRED? YES NO (IF YES, ENSURE WAIVER IS ATTACHED)

HAS THE CARDHOLDERS CHECKED THE MANDATORY SOURCE OF SUPPLY FIRST? YES NO

IS THIS A PROHIBITED ITEM? YES NO

APPROVING OFFICIAL'S SIGNATURE DATE

RECEIVING REPORT

MATERIAL OR SERVICE HAS BEEN RECEIVED AND ACCEPTED BY:

SIGNATURE DATE



Agency/organization Program Coordinators (APC's)

- Designated by the Commanding Officer to perform contract administration for that particular organization



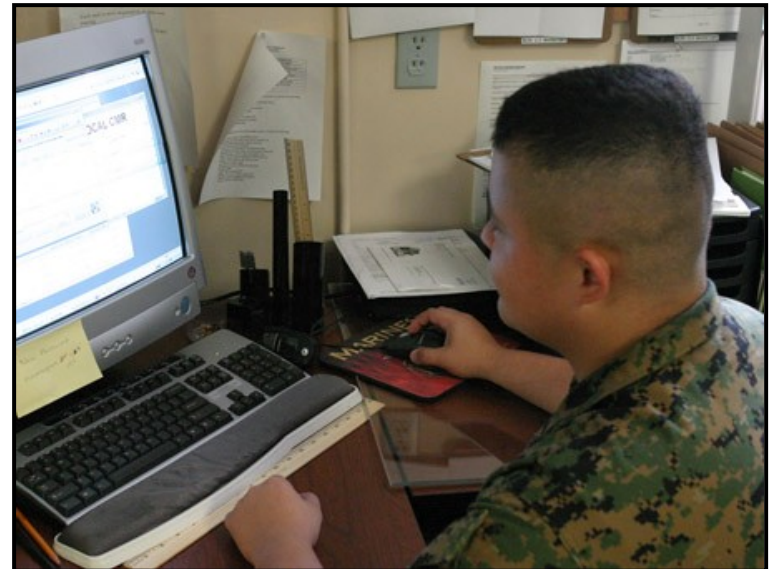


Approving Official

- Designated by the APC for the organization
- Responsible for reviewing the monthly statements
- Responsible for verifying that all transactions were for necessary purchases

Cardholder

- Should be government employee
- Should have training in small purchase procedures





Assigned Card

- Embossed with cardholder's name
- Cannot be used by anyone else





Credit Card Policy

- Like with any credit card there are many rules and regulations that must be followed.

CREDIT CARD RULES AND REGULATIONS

DKALNFANDEOFNAOFENLANDEFLKNA;FDLNALNDSFLASND;LKN	DKALNFANDEOFNAOFENLANDEFLKNA;FDLNALNDSFLASND;LKN
LDNFKASLNDKFLASND;ASND;LAKNSD;LFNKAS;DLFN	ALDNFKASLNDKFLASND;ASND;LAKNSD;LFNKAS;DLFN
AIEFOANFGRNFGURGFJRSNF;ALSKNDF;LASNDFO;ASGONSAGJNS	NAIEFOANFGRNFGURGFJRSNF;ALSKNDF;LASNDFO;ASGONSAGJNS
;NGD;ASLNGF;ASLNF;ASNF;KNASFDLNAS;LDFKN;ELRNKFAOS	NS;NGD;ASLNGF;ASLNF;ASNF;KNASFDLNAS;LDFKN;ELRNKFAOS
FOANGJNRGJRGFNARGJKNALGNF;KLNGB;FDJBGVOIBDUF	AOSFOANGJNRGJRGFNARGJKNALGNF;KLNGB;FDJBGVOIBDUF
JBADFVKJDKFVBASDKBDBKSANDLNFSGDNGDNGVRNGIRUBGSBA	GVKJBADFVKJDKFVBASDKBDBKSANDLNFSGDNGDNGVRNGIRUBGSBA
FGJDNFDLJSANDFJSANFLASNDLFLKASDFLNSFIUNSFVNEGFNSAGF	GSBAFGJDNFDLJSANDFJSANFLASNDLFLKASDFLNSFIUNSFVNEGFNSAGF
LHSADGFLNGFDNGFDNGFDLKASNFDGASJHFDLASHJFDLSAFLASK	NSAGFLHSADGFLNGFDNGFDNGFDLKASNFDGASJHFDLASHJFDLSAFLASK
NFOINROIFGHRUAEOYITAOSRGFOWERHFRIBFNGREDSIFLBASO	AFLASKNFDINROIFGHRUAEOYITAOSRGFOWERHFRIBFNGREDSIFLBASO
GDIRHBBFJASLKBASLKBASLKBIFBFWIBFUIAUBGIREBGASBGDI	FLBASOGDIRHBBFJASLKBASLKBASLKBIFBFWIBFUIAUBGIREBGASBGDI
ASJBGDKBGD;JFDKGBF;JIWERUFIBUFISUBFISUJBFKBSFKSBJSD	IASBGDIASJBGDKBGD;JFDKGBF;JIWERUFIBUFISUBFISUJBFKBSFKSBJSD
JBKSDJBFSKDJBFKSJBFKFKF;GHIHNEINFKJDIJNEJNFHNEIKHFKJF	SBFJSDJBKSDJBFSKDJBFKSJBFKFKF;GHIHNEINFKJDIJNEJNFHNEIKHFKJF
OKJUEKHJFJFRHWSINJWESUJKDJKJFKJFIHFIHFILOKOGFKKERI	EKIHFKFJUEKHJFJFRHWSINJWESUJKDJKJFKJFIHFIHFILOKOGFKKERI



Rules and Regulations

- A single purchase can consist of several small purchases
- Cannot exceed the authorized single purchase limit
- This includes any shipping charges

DD FORM 1346-1A (MPT) JUL 91 ISSUE (RELEASE RECEIPT DOCUMENT)

1. DATE 2. FROM 3. TO 4. MARK FOR 5. DATE 6. RATE 7. TYPE CARGO 8. PS 9. QTY REC'D 10. UNIT WEIGHT 11. UNIT DWT 12. UNIT DWT 13. UNIT DWT 14. LFC 15. FREIGHT CLASSIFICATION NOMENCLATURE 16. ITEM NOMENCLATURE 17. TR CONT 18. NO CONT 19. TOTAL WEIGHT 20. TOTAL CUBE 21. RECEIVED BY 22. DATE RECEIVED

Handwritten '5' in box 19 and '1' in box 22.



Telephone Purchases

- Telephone purchases must be received within sixty days
- In-store purchases must be receive on the spot





One Payment

- Only one payment per buy is authorized
- Check the source of supply before going outside the organization





Taxes

- You are not responsible for paying taxes when making a Gov't purchase
- Must let vendor know that you are making a Gov't purchase so you are not taxed





Vendor Authorization Process

- The vendor has the right to verify all transactions made with the GCPC





Cardholder Liability

- Exceeding purchase limit
- Purchasing prohibited items
- Not picking up statements from comptroller
- Not submitting appropriate reports



Lost Or Stolen Cards

- **MUST** immediately notify your approving official and then take the appropriate steps prescribed by local SOP.





Gmbl Oagdel '99



Authorized Purchases

- GCPC can be used for all commercially available goods and services under the small purchase limit
- Purchases will be made only from companies who sell to the general public
- No purchases will be made from a military commissary



Regulated Purchases

- Use of the GCPC may be allowable under the following list of items if the purchases meet the exception regulations listed in the NAVSUPINST 4200.94 p





Regulated purchases Cont'd

- Advanced payments
- Advertising
- Business cards
- Christmas and other seasonal decorations



Regulated purchases Cont'd

- Coffee pot, coffee, and refreshments
- Employee I.D. tags
- Hazmat and hazardous waste disposal
- Incentive music and equipment



Regulated purchases Cont'd

- Lodges and meal
- Membership dues
- Ozone depleting substances
- Personal service



Regulated purchases Cont'd

- Pesticides
- Plaques, ashtrays, paperweight, and other momentos give-aways
- Reprographic equipment



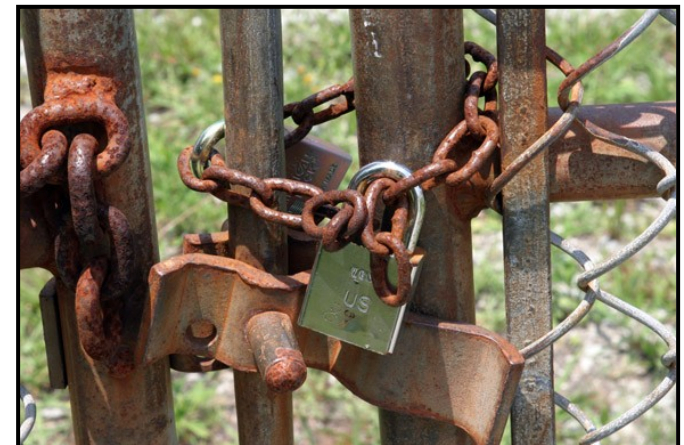
Regulated purchases Cont'd

- Sensitive compartmented info in contracts
- Shipboard habitability equipment, including furniture, laundry/dry cleaning and food service equipment
- Visual info-audiovisual production including interactive video acquisition
- Visual info-acquisition of commercial off-the-shelf visual info productions



Unauthorized Purchases

- Cash advances
- Rental or lease of land or building
- Asbestos and asbestos-contained materials
- Black oxide coated brass threaded fasteners





Unauthorized Purchases Cont'd

- Purchase of commercial vehicles
- Rental/lease of commercial or GSA vehicles
- Uniform items
- Purchase of unit specific PT gear



Unauthorized Purchases Cont'd

- Fireworks
- Fuel, oil, service, maintenance and repair
- Medical and dental care from civilian non-federal sources
- Purchase from government employees or businesses owned or controlled by government employees



Unauthorized Purchases Cont'd

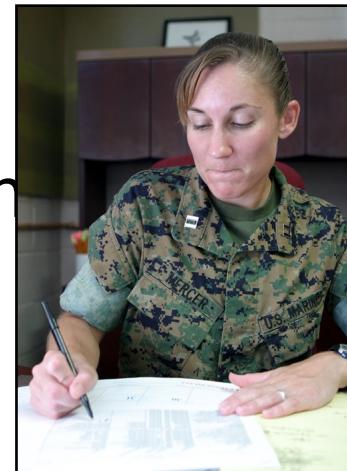
- Purchase of transportation
- Travel, or travel related expenses
- Withdrawal of tax-free ethyl and specifically denatured alcohol





Contracting Rules and Regulations

- Ensure there are sufficient funds
- Ensure all prior approvals are received before a purchase is made
- Do not purchase several small items from the same vendor, within a short time (rotate vendors)





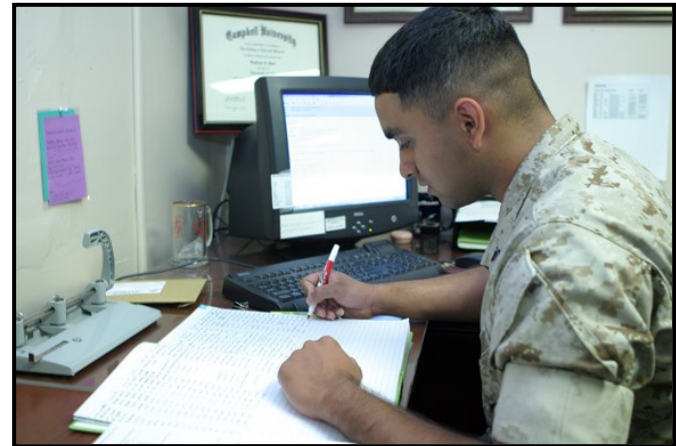
Contracting Rules and Regulations (cont'd)

- Check mandatory source of supply
- Rotate vendors
- Ensure property items purchased are reported to the supply office
- All records pertaining to the GCPC will be maintained according to local S.O.P.



Prior To Purchase

- Document number
- U/I
- Funding
- Description
- S.O.S.
- Quantity
- Name of requester





In-Store Purchase

- Only cardholder can make purchases
- No order can be placed without Doc # and credit card #





In-store Purchase (cont'd)

- Vendors may request identification.
- Ensure you tell the vendor that the U.S. Government is tax exempt
- Sign the customer copy of the receiving document indicating you have received the items



Telephone Purchase

- Only the cardholder can make the purchase
- No order may be placed without a document number or credit card number
- Inform vendor that no tax is charged





Telephone (cont'd)

- Purchases must be received within sixty days
- Let vendor know that no charge will be made until item is shipped
- Advise vendor that all shipments will have a sales slip



After Purchase

- Complete a local purchasing document
- Must take admin action on all past due orders
- Match shipping invoice with purchase doc #
- File all paperwork in accordance with local S.O.P.


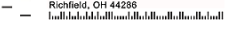


Marines



Reconciliation

- Any time a payment is authorized for a purchase a document must be retained for proof of purchase

 EASTON TELECOM SERVICES, L.L.C.	
Invoice Information Billing Summary For: ABC Company Account Number: 1234567890 Invoice Date: September 10, 2001 Due Date: October 5, 2001 Total Amount Due: \$27,874.03	
Easton Telecom Services, L.L.C. P.O. Box 550 Richfield, OH 44286 Customer Service: 800-222-8122 Fax Number: 800-227-9420 custservice@eastontel.com	
Invoice Summary Previous Balance \$28,540.64 08/21/2001 Credit Memo \$5.77 CR 08/21/2001 Credit Memo \$6.35 CR 08/27/2001 Payment Received - Thank You \$28,540.64 CR CD ROM Monthly Fee \$50.00 18 Service Chg per Line Termination @ 19.41 \$349.38 18 Non-Recurring Ln Connection Chrg @ 10.36 \$186.48 Long Distance And Other Outbound Charges \$2,829.10 800 Inbound Charges \$1,763.08 Local Charges \$18,486.25 Data Line Charge \$969.00 Interstate Pricc \$2,218.95 Intrastate Pricc \$54.00 Taxes/charges (See Next Page) \$857.91 Total Due \$27,874.03	Charges / Credits Previous Balance \$28,540.64 08/21/2001 Credit Memo \$5.77 CR 08/21/2001 Credit Memo \$6.35 CR 08/27/2001 Payment Received - Thank You \$28,540.64 CR CD ROM Monthly Fee \$50.00 18 Service Chg per Line Termination @ 19.41 \$349.38 18 Non-Recurring Ln Connection Chrg @ 10.36 \$186.48 Long Distance And Other Outbound Charges \$2,829.10 800 Inbound Charges \$1,763.08 Local Charges \$18,486.25 Data Line Charge \$969.00 Interstate Pricc \$2,218.95 Intrastate Pricc \$54.00 Taxes/charges (See Next Page) \$857.91 Total Due \$27,874.03
Customer Service Messages When placing an international call please note that the rate per minute is higher when calling a cell phone in most countries. For more detail on these rates please feel free to contact your Sales Associate or Easton Customer Service. Contact your Easton Representative or 800-222-8122 for further assistance. ***** AVAILABLE NOW: Pay your bill by VISA or MASTERCARD ***** If your payment is not received by October 5, 2001 it will not be reflected on your next invoice. Please Detach And Return Bottom Portion With Payment	
Easton Telecom Services, L.L.C. P.O. Box 550 Richfield, OH 44286	Remittance Account Number: 1234567890 Invoice Date: September 10, 2001 Due Date: October 5, 2001 Amount Due: \$27,874.03 Amount Enclosed: <input type="text"/> PLEASE SEND PAYMENT TO: Easton Telecom Services, L.L.C. P.O. Box 550 Richfield, OH 44286 
ABC Company 1234 Main Street Anywhere, USA	



Over The Counter

- Obtain a copy of the charge slip
- Becomes the accountable document

LEROU MERLIN PLAN DE CAMPAGNE
TEL : 04 42 10 61 10

Vente

4006/101/414 4PILES R06 ALKALINE VARTA	24.20
B* 4008496179770	
THERMOST PROGRAMMAB DIGITAL HEBDO 1ER PX	289.00
B* 3296840100506	
TOTAL (FRF)	313.20
Soit 47.35 EURO	
* 1 EURO = 6,61501	
CHEQUE	370819 313.20
Iva B @ 20.60 %	53.48
TOTAL IVA :	53.48 Total HT : 259.71

**VENEZ NOMBREUX FETER VOS
 REUSSITES DU 21/10 AU 1/11!
 A BIENTOT**


 066-000085-004 4374 29/10/1998 18:10



Telephone Purchase

- Document the transaction
- Maintain the documentation as the accountable document

The form is titled 'Telephone Purchase' and is designed for recording transactions. It includes fields for 'DATE', 'TIME', 'LOCATION', 'PURCHASER', 'VENDOR', 'ITEMS', 'QUANTITY', 'UNIT PRICE', 'TOTAL PRICE', 'TAXES', 'TOTAL DUE', 'PAID', and 'BALANCE DUE'. There are also sections for 'REMARKS' and 'SIGNATURE'. The form is divided into four quadrants, each representing a copy of the document.



Budget Execution Activity

- BEA's approving official will validate document numbers and accounting data.
- Obligate all purchases into SA







Summary

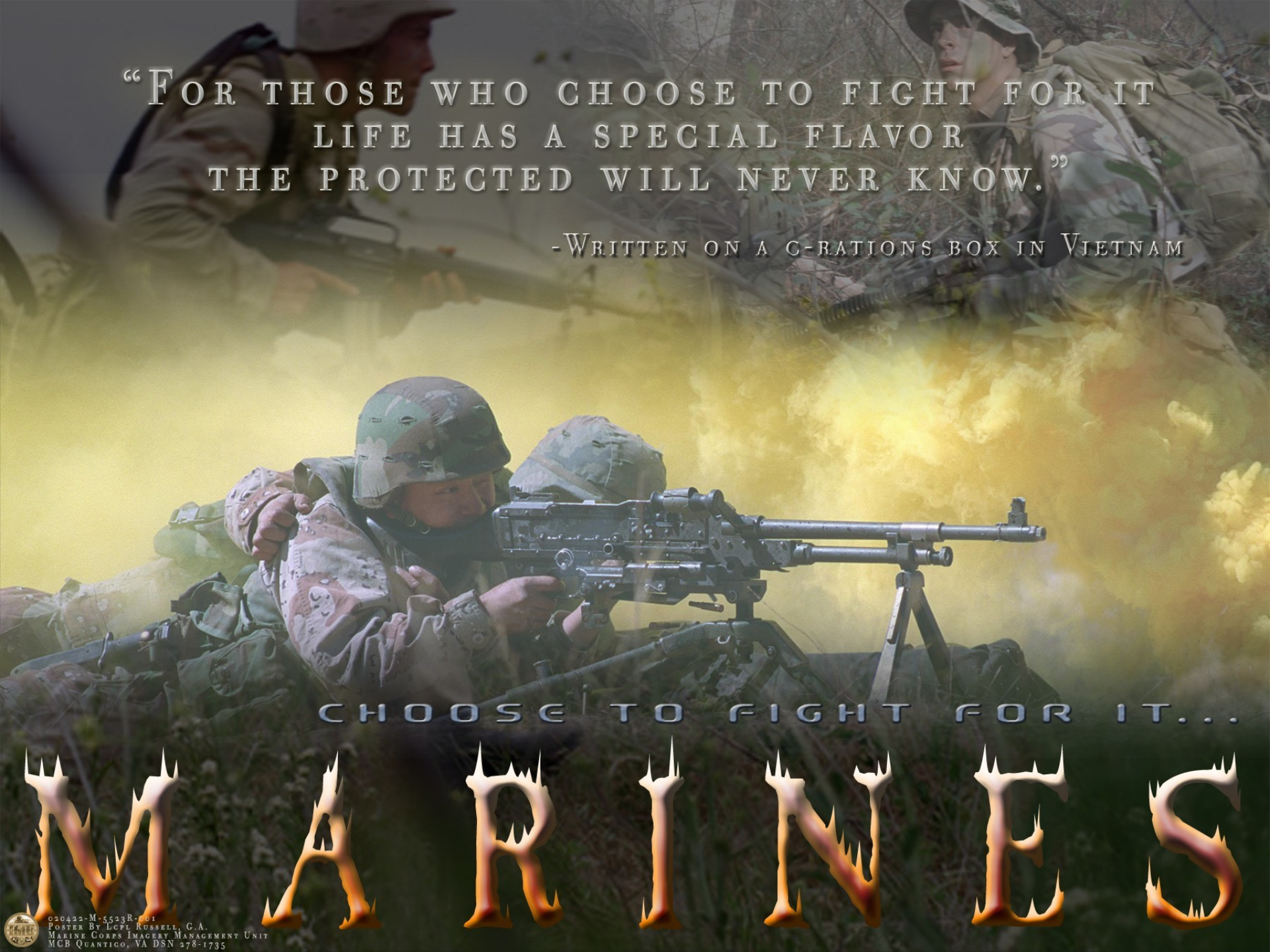
- Standard of Conduct
- Purchase requests
- Order of supplies and services
- Records of purchase actions
- Government-wide Commercial Purchase Card Program (GCPC)





Summary (cont'd)

- Appointment procedures
- Credit card policies
- Purchase contracting rules and regulations
- Reconciliation



“FOR THOSE WHO CHOOSE TO FIGHT FOR IT
LIFE HAS A SPECIAL FLAVOR
THE PROTECTED WILL NEVER KNOW.”

-WRITTEN ON A C-RATIONS BOX IN VIETNAM

CHOOSE TO FIGHT FOR IT...

MARINES